

## FURTHER EDUCATION AND TRAINING CERTIFICATE: SOCIAL AUXILIARY WORK NQF LEVEL 4 LEARNER APPLICATION FORM

*Programme Notes:*

1. This is a 12 months modular training programme comprising 30% theory followed by 70% mentor guided work based application (theoretical practice application) in each module.
2. Entry level: FETC (Grade 10) or equivalent or a NQF Level 3 recognised qualification – and, as necessary, prospective Learners are assumed to be competent in:
  - i) Reading, writing, listening and speaking in English, equivalent to NQF Level 3; and
  - ii) the ability to undertake independent learning
3. A Mentor, who is a social work professional with at least two years of experience, should be found by you the learner or, if necessary, found with CEFA assistance.

This form may be completed on-line.

Please print and sign this form before sending it to CEFA

**MODE OF INSTRUCTION REQUIRED (tick your answer):**

Face-to-Face (i.e. classroom) method of learning?	YES	NO
my-eLEARNING (i.e. online computer) method of learning?	YES	NO

**If the e-platform online method of learning is required, please indicate if you have the following necessary computer equipment? (tick your answer.)**

Computer equipment (if applicable):	YES	NO
Processor: 1.0GHZ or higher	YES	NO
Hard Drive: 40 GB hard drive	YES	NO
Memory: 1Gb +	YES	NO
Windows 10	YES	NO
Internet connection	YES	NO

For official use:	Application approved		Learner number:			
	Fully:	Provisionally:				
<b>PERSONAL INFORMATION</b>						
IDENTITY NUMBER (ID)*						
SURNAME						
FIRST NAME						
MIDDLE NAME						
TITLE (Miss, Mrs, Mr, other)						
DATE OF BIRTH	CCYY / MM / DD					
EQUITY (for report purposes only) (mark with x)	AFRICAN	COLOURED	WHITE	INDIAN		
GENDER (for report purposes only) (mark with x)	MALE			FEMALE		
MARITAL STATUS (mark with x)	SINGLE	MARRIED	DIVORCED	WIDOW/ER		
HOME LANGUAGE						
SECOND LANGUAGE						
NATIONALITY						
DISABILITY DESCRIPTION (if applicable)						
PROVINCE						
HIGHEST SCHOOL QUALIFICATION						
HAVE YOU BEEN FOUND GUILTY OF A CRIMINAL OFFENCE?	YES		NO			
POLICE CLEARANCE						
<b>CONTACT INFORMATION</b>						
LANDLINE NUMBER						
CELL NUMBER						
FAX NUMBER						
<b>POSTAL ADDRESS</b>						
POSTAL CODE						
<b>PHYSICAL ADDRESS</b>						
POSTAL CODE						
<b>EMAIL ADDRESS</b>						
ALTERNATIVE CONTACT:						
NAME						
CONTACT NUMBER						

**\*Please supply ONE copy of both your ID document and highest school qualification, certified not more than three months ago by a Commissioner of Oaths (e.g. at a police station) –with the Application.**

## FEES AND PAYMENT INFORMATION

### COURSE FEES

The full course tuition fee for the face-to-face classroom method of learning is R22 600.00 and for the my- eLEARNING online platform method of learning is R 20 500.00, A non- refundable fee of R 800.00 towards the tuition fee is payable before your application is processed for approval. A further R 6 200.00 towards the tuition fee is payable before the registration date.

Two payment options are:

**Option 1:** 5% discount on payment in full up front.

Face to face: R 22 600.00 – 5% = R 21 470.00

my-eLEARNING: R 20 500.00 – 5% = R 19 475.00

**Option 2:** R 800.00 + R 6 200.00 + 12 equal payments paid monthly.

Face to face: R 22 600.00 = R 800.00 + R 6 200.00 + (R 1 300.00 x 12 paid monthly)

my-eLEARNING: R 20 500.00 = R 800.00 + R 6 200.00 + (R 1 125.00 x 12 paid monthly)

<b>FEE TOWARDS TUITION R800,00 (non-refundable payable with application submission)</b>		
NAME OF BANK	Standard Bank	
NAME & CODE OF BRANCH	Tyger Manor 051001	
ACCOUNT NAME	Continuing Education for Africa	
ACCOUNT NUMBER	083048030	
ACCOUNT TYPE	Current	
REFERENCE NUMBER	<b>Please quote your ID number on the deposit as reference.</b>	
PAYMENT OPTION	Option 1: Full Amount with 5% discount	Option 2: Course fee in 12 equal installments with no discount
<b>PARENT / SPONSOR RESPONSIBLE FOR COURSE FEES PAYMENT (if not paid by applicant) IF APPLICATION IS SUCCESSFUL.</b>		
<b>PARENT / SPONSOR INFORMATION</b>		
NAME AND SURNAME		
TEL. NUMBER		
FAX NUMBER		
CELL NUMBER		
EMAIL ADDRESS		
PARENT/SPONSOR IDENTITY/PASSPORT No		
RELATIONSHIP TO YOU		
<b>SPONSOR INFORMATION (if applicable)</b>		
NAME / COMPANY NAME		
TEL. NUMBER		
FAX NUMBER		
ID NO. / CO. REGISTRATION NO.		
VAT NUMBER (if applicable)		
EMAIL ADDRESS		
POSTAL ADDRESS		
POSTAL CODE		
HOW DID YOU HEAR ABOUT CEFA?		

For more information, please see the 2021 Fees Booklet on our website.

**DECLARATION & UNDERTAKINGS BY APPLICANT**

I the undersigned declare that:

- i. the information provided by me in this application form is true and correct;
- ii. I, together with my parent, or sponsor (if applicable), will be responsible for the payment of all course fees due by virtue of my agreement with CEFA upon acceptance and enrolment as a learner;
- iii. I have acquainted myself with the rules and regulations of CEFA which are aligned with Post-School Education and Training regulations and policy.

SIGNED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 .

\_\_\_\_\_  
Signature of LEARNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**DECLARATION & UNDERTAKINGS BY PARENT OR SPONSOR**

I the undersigned declare that:

- i. the information provided by me in this application form is true and correct;
- ii. I hereby accept responsibility together with my child or person I am sponsoring for the payment of all moneys that are due to CEFA during the total duration of his or her SAW training study at CEFA and undertake to ensure that all payments are paid punctually when due.
- iii. I understand that interest will be charged on all outstanding amounts on a monthly basis

SIGNED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 .

\_\_\_\_\_  
Signature of Parent or Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## DOCUMENTS CHECKLIST

In order to apply the following documents are required:

	DOCUMENT	Y	N
1.	Completed Application Form.		
2.	ID – one (1) certified copy		
3.	Curriculum Vitae (CV).		
4.	Highest school qualification – one (1) certified copy		
5	Police clearance (ONLY SAP36 ACCEPTED)		

Documents required in support of your Application may be submitted either with it or upon induction to the course.

If applying by mail, please submit your Application and any accompanying documents without delay to:

### CEFA

The Manager: Teaching and Learning  
 PO Box 173  
 Wellington, 7654  
 Contact number: 021 873 3998

If applying by email please send your Application and any accompanying documents to [application@cefa.co.za](mailto:application@cefa.co.za)

If applying in person, please bring your Application and any accompanying documents to our offices at 47 Bain Street, Wellington, between 08h30 and 16h30.

### PLEASE NOTE:

- YOUR APPLICATION WILL ONLY BE CONSIDERED IF THE ENTRY REQUIREMENTS ARE MET AND ALL THE REQUIRED DOCUMENTS ARE ATTACHED.
- NO FAXED APPLICATIONS WILL BE ACCEPTED.
- ONLY ORIGINAL CERTIFIED DOCUMENTS (HIGHEST SCHOOL QUALIFICATION AND IDENTITY DOCUMENT )WILL BE ACCEPTED
- CEFA WILL NOTIFY SUCCESSFUL APPLICANTS WITHIN FOUR WEEKS OF THEIR APPLICATION AND DOCUMENTATION SUBMISSION.

### CEFA Disclaimer

All information in this Application document was correct at the time of going to press. Any changes in information, terms and conditions will be made to this document as soon as possible and every attempt will be made to notify anyone who needs to know of these changes without undue delay.